

The Grange Academy



The Grange Academy Leave of Absence Form

From 1 September 2013 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 amends the 2006 Regulations and makes clear that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances.

A request for absence should be made in advance of the proposed leave of absence

PUPIL DETAILS			
NAME(S):		Date of Birth	
Form			

Dates of requested absence:
Date of return to school:
Total days absence:

Reason for leave of absence request (Please include as much information to support the request – additional papers can be attached as necessary)

All Adults with Parental Responsibility in the household (Under section 576 of Education Act 1996 this includes anyone with parental responsibility or cares for a child or young person of compulsory school age, whether or not they are the natural parent of the child)
Surnames & full forenames of all with parental responsibility:
Dob for all with parental responsibility:

Home Address Details:

Contact Telephone Details:

I/We understand that keeping my/our child(ren) off school if the Leave of Absence Request is not granted, will result in the absence being recorded as Unauthorised on the school register. This may result in a Penalty Notice being issued by the Local Authority for the non-attendance of my/our child(ren) at school. This means it will be issued for all recognised as a parent under section 576 of the 1996 Education Act as detailed above.

I/We understand that a Penalty Notice will be issued to each person with parental responsibility and the resulting fine will be £60 each person for each child, rising to £120 each person for each child if £60 unpaid.

I/We understand that if the Penalty Notice is not paid in the specified time frame that I/we are at risk of a prosecution under Section 444(1) of Education Act 1996.

Parent/Carer Name(s):

Relationship to child(ren):

Signature(s):

Date of Request:

School Office Use

% of Current Attendance:

Child Name (s)

Seen byAgreement

Date.....

Letter sent to family to advise of outcome:

Date sent:.....